

Position Announcement
Policy Counsel (Session Only)
Washington State Senate Democratic Caucus
Closing Date: Dec 10, 2013

The Washington State Senate Democratic Caucus (SDC) consists exclusively of Democratic members of the Washington State Senate. Subject to existing staff assignments, the SDC will fill a policy counsel position addressing a combination of the following public policy fields:

- Local Government
- Judiciary
- Financial Institutions

POSITION DESCRIPTION: Work with analysts, attorneys and writers to help Democratic Senators develop legislation. Responsibilities include:

- Anticipate public policy challenges, explore options, and make recommendations.
- Consult with senators, citizens, interest groups, and government officials to find workable solutions to complex problems and advance a Democratic legislative agenda for individual members and the caucus as a whole.
- Draft legislation, amendments, strategy memorandums, and briefing papers.

SALARY AND BENEFITS: Full-time temporary exempt position (2014 Session). Salary depends upon qualifications and experience.

SKILLS

- Work under the pressure and time constraints of a legislative session
- Research and analyze complicated public policy issues
- Research laws and professional literature
- Work in teams as well as independently
- Be pro-active and self-directed
- Communicate clearly and concisely in writing and orally
- Handle multiple projects simultaneously
- Appreciate diverse viewpoints
- Think strategically, both short-term and long-term
- Deal with conflicting and fast-changing demands on your time and skills

QUALIFICATIONS

- Minimum of 3 years of public policy or related work experience
- A Juris Doctorate and membership in a state bar is required
- Knowledge of the legislative process

TO APPLY:

Applications should be submitted no later than December 10; interviewing and selection will begin immediately and continue until the position is filled.

Please submit, preferably by email:

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers
4. Recent samples of your writing (2 to 3 brief examples)

TO:

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